



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date:
Volume:	IX	Administrative	
Chapter:	C	Training	12-20-2016
Subchapter:	1	New Workers	
Issuance:	100	<b>New Workers (FSST's) Training Requirements</b>	

### **Purpose:**

This issuance establishes the responsibilities Office of Training and Professional Development regarding newly hired staff during his or her first year of employment.

### **Policy:**

#### **A) Welcome to DCF: Responsibilities, Expectations, and Employment Benefits**

This orientation is a mandatory three day overview of the functions of DCF. This orientation is followed by the Pre-Service Training Program, which is offered to all new Family Service Specialist Trainees (FSST) and Baccalaureate Child Welfare Education Program (BCWEP) employees.

#### **B) Pre-Service Training**

Pre-Service Training is over 190 hours, comprised of 7 instructional modules and several guest presentations. The Office of Training and Professional Development will provide formal Pre-Service training to all new FSST. Pre-Service training is **not** mandatory for BCWEP interns hired as FSS Trainees. **See CP&P-IX-C-3-100.**

- Hybrid Orientation
- Understanding Child Welfare in New Jersey – Case Practice Model (CPM) 1;
- Cultivating Awareness: Promoting Worker safety, well-being and success;

- Focusing on Families: From Screening to Closing Computer Application (NJ SPIRIT/SDM)
- Child Development: Identifying Child Abuse and Neglect
- Engaging and Interpersonal Helping Skills - Making Visits Matter (CPM2), and
- Simulation

Field practicum activities are guided by a Field Training Unit Supervisor.

### **C) Proficiency Requirements**

Competency examinations are administered after each module. Workers must score a minimum of 70% to successfully advance to subsequent modules and complete the course. Trainees must use family engagement and case documentation skills learned throughout Pre-Service Training, in order to conduct a CPS investigation. Simulation training is a taped, recorded event. Trainees are debriefed following the simulation exercise.

### **D) Pre-Service Outside Presenters**

Workers will receive training from Professional Center staff and from outside presenters. The curriculum will include:

- Educational Stability
- Introduction to Testifying in Court
- Parent Advocacy
- NJ Parent Link
- Disaster Preparedness – Emergency Response
- Administrative Hearings
- CSOC – Introduction to the Children's System of Care and
- Worker2Worker

### **E) Foundation Courses**

Following the successful completion of the Pre-Service Training, the Office of Training and Professional Development will provide instruction as to the completion of the required Foundation courses. Foundation courses must be taken by all new Trainees during their first year of employment.

Some courses are offered on-line and monitored by the Office of Training and Professional Development. Other courses are conducted by DCF's University Partners and the NJ Battered Women's Coalition.

The Foundation Courses offer instruction in the following areas:

1. Genograms and Eco maps
2. Case Practice Model (CPM)
3. Understanding Substance Use Disorder
4. Concurrent Planning
5. Mental Illness
6. Mental Health Screening Tool
7. Red Flags
8. Child Sexual Abuse Identification and Investigation
9. Domestic Violence (DV)
10. DV Protocol
11. Human Trafficking and
12. Drug Awareness

**Procedures:**

- N/A